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## Preparing to Create a Job Opening

Prior to creating a Job Opening, you should gather the following materials:

- Position number(s) that will be filled (or job code(s) if not using a position)
- The job opening's Department information (if not using a position)
- The date the position was approved to fill (this is required)
- Assessment criteria and tools you plan to use (e.g., resume screen scale, OIQ)
- Information that will be included in the Job Posting

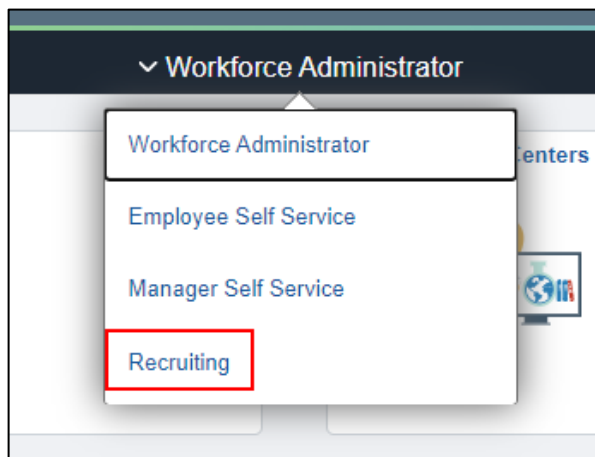
If using a position, you should determine if any position maintenance is required. If yes, determine when it should be done.

- If the position is vacant, it is recommended that you do any necessary position maintenance ahead of creating the job opening, but it is not required
- If someone currently in position, do not do any position maintenance until the position is vacant
- Position details will fill in several fields on job opening but you can update the fields in the job opening
- Any updates in the Job Opening **DO NOT** flow through back to position data

You may want to review the [Job Opening Checklist](#) ahead of creating Job Openings to make sure you have gathered all the necessary information.

## Creating the Job Opening (entering the Job Details)

### 1. Go to the **Recruiting Home Page**



- a. Click on the **Recruiting Activities Tile**
- b. Click on the **Create** within the Navigation Collection
- c. Click on **Create Job Opening**

Search

Search Applicants

Search Applications

Search Job Openings

**+ Create**

Create Applicant

**Create Job Opening**

Recruitment Configuration

2. You will be brought to the Job Details page.

**Primary Job Opening Information**

[Recruiting Home](#)

**Job Details** ? Must select Job Opening Type on this page - can't update after this page

Job Opening Type: Standard Requisition

\*Business Unit:  Always enter BU first

\*Department:  If using position, will auto-complete; otherwise enter here or on following page

Position Number:  If position number known, enter after BU

\*Job Code:  If using position, will auto-complete; otherwise manually enter

\*Recruiting Location:

\*Job Posting Title:  Will fill in from Job Code

[Continue](#)

3. Enter the following information:
  - a. **Job Opening Type** – 2 options available:
    - i. **Standard Requisition**

1. Used for a specific job or position you want to fill
2. This can be used for what is considered a “continuous recruitment” today
3. Must either enter a job code or position number when creating Job Opening

ii. **Continuous Recruitment**

1. Can be used for jobs in which you are always hiring
2. Only requires a business unit (BU), department and job posting title – not a job code or position

b. **Business Unit** – always enter the BU associated with the Job Opening after you enter the Job Opening Type. This drives the values available in the remaining fields on the page.

c. **Department**

- i. If you plan to enter a Position Number on this page, enter the Position after you enter the BU – department information will auto-populate based on the Position
- ii. If you are not entering a Position on this page, you can either enter the Department here or on the Opening Details tab.
- iii. If the Job Opening is across multiple departments, enter the highest-level department that contains all the departments within the Job Opening (ex. division, bureau, agency level)
- iv. Recruiters who have row-level security to the Department on the Job Opening, will have access to the Job Opening.

d. **Position Number** – enter after BU if using a Position on this page. If you use a position, all remaining values on the page will auto-populate with the associated Position information.

e. **Job Code**

- i. If you entered a Position, Job Code will auto-populate based on Position
- ii. If you do not enter a Position, manually enter the job code associated with the recruitment.
  1. If the job opening applies to multiple job codes, enter the lowest level job code for which you are recruiting. See [Appendix A](#) for details.

f. **Recruiting Location**

- i. If you entered a Position, Recruiting Location will auto-populate based on Position
- ii. If you did not enter a position, manually select the Recruiting location by clicking on the Magnifying Glass and selecting a location.
- iii. You will be able to update and add additional Recruiting Locations on the Opening Details tab *until the job posting is published*. You should not edit or remove Recruiting Locations once the job posting is published.



You should not edit or remove Recruiting Locations after the job posting is published. This can create problems when certifying applicants.

- g. **Job Posting Title** – this is the title of the Job Opening that will appear to the applicant
  - i. This will fill in from Job Code
  - ii. You can update here or on the Job Posting page.

4. Click **Continue** at the bottom of the page.

## Opening Details Tab

- 5. You will be brought to the **Opening Details** tab
- 6. Take note of the **Template ID** associated with the Job Code – the template drives the applicant experience and what pages appear in the application process and what steps are required or optional.
  - a. If you need to update the Template ID, it needs to be updated at this point because it affects other behind the scenes configuration on the rest of the Job Opening.

**Opening Information** ?

\*Template ID   ResLetReqWHHideRestOptional

Job Opening Type

Created By

Created

- b. To update the Template ID, click the Magnifying Glass and select the applicable Template ID.

Recruitment Template ID	Description
3001	<a href="#">ResLetReqWHHideRestOptional</a>
3002	<a href="#">AllOptionalLetterRequired</a>
3003	<a href="#">ResReqWorkExpHideRestOptional</a>
3004	<a href="#">AllOptional</a>
3005	<a href="#">LetterHideRestOptional</a>
3006	<a href="#">ResReqWELetHideRestOpt</a>

## Understanding Templates

- The template should correspond with the assessment you are going to use.

- Run the query WI\_HRS\_JOBCODE\_RECRUIT\_TEMPL if you want to see which templates are defaulted to which job codes.
- **If doing a resume screen, use Template ID 3001, 3003 or 3006 (requires the applicant to attach a resume)**
- You can only route attached resumes to raters – not entered work experience.



**If the assessment includes a Resume Screen, you must use a template that requires a resume (Template ID 3001, 3003 or 3006).**

Template ID	Template ID Description	Resume	Letter of Qualifications	Work Experience	Profile Items (Education Level, Degrees, Language, Licenses/Certs/Regs)
3001	ResLetReqWHHideRestOptional	Required	Required	Hidden	Optional
3002	AlloptionalLetterRequired	Optional	Required	Optional	Optional
3003	ResReqWorkExpHideRestOptional	Required	Optional	Hidden	Optional
3004	Alloptional	Optional	Optional	Optional	Optional
3005	LetterHideRestOptional	Optional	Hidden	Optional	Optional
3006	ResReqWEletHideRestOpt	Required	Hidden	Hidden	Optional

**Note:** If Resume and Work Experience are both optional, applicant must complete at least 1 of them before moving forward in the application process.

- **Required** - The applicant must attach the requested document.
- **Optional** - The option is displayed to the applicant, but the applicant is not required to submit/attach what is requested.
  - If both resume and work experience are optional (example: Template 3002), the applicant will be required to submit one or the other.
- **Hidden** - The page is not displayed to the applicant
  - If the resume is required, work experience will be hidden

7. Review and update the **Openings to Fill** section. This is how the section will default.

*Openings to Fill	Limited Number of Openings ▼
Target Openings	1
Available Openings	1

a. **Openings to Fill** – select one of the following

- i. **Limited Number of Openings** - use for Job Openings in which a finite number of applicants will be hired
  - ✓ If selected, enter the Target and Available Openings
  - ✓ These values can be updated during the hiring process if circumstances change
  - ✓ As applicants are hired, the number of available openings will reduce
  - ✓ Will be able to hire more applicants that the number listed in Available Openings
  - ✓ Nothing automatically happens when you hire up to your Available Openings – must manually close Job Opening when recruitment is complete
- ii. **Unlimited Number of Openings** – use if there is not a concrete number of available openings (ex. continuous recruitments)

*Openings to Fill	Unlimited Number of Openings ▼
-------------------	--------------------------------

8. Review the Organizational Information

Business Unit	11500	Ag, Trade & Consumer Protctn
Company	WIS	State of Wisconsin
*Department	1150010100	DFS Bureau of Food Safety_Insp
Status Code	005 Draft	
Status Date	03/29/2021	

- a. BU, Company and Department are auto filled based on the information entered on the initial Job Details page
- b. If you did not enter Department on the Job Details page, it must be entered now (it is a required field)

9. Check the applicable boxes relative to the State of Wisconsin hiring provisions and Posting Type.

☐ Hiring Above Minimum
 ☐ Career Executive

☐ Temporary Appt Maximum
 ☒ Delegated for Staffing

☐ Raised Minimum Rate

**Posting Type**

☒ Civil Service Classified
 ☐ Limited Term Employment

☐ Unclassified State Opportunities
 ☐ Project Employment

☐ Local and Tribal Government

- ✓ Can check multiple boxes in each section as needed
- ✓ For tracking and reporting purposes only – unlike previous Wisc.Jobs, nothing is triggered in TAM at this time

10. Enter applicable date information

- a. First three fields (**Desired Start Date**, **Encumbrance Date**, **Projected Fill Date**) are optional
- b. Required: Enter a **Date Approved to Fill** based on your internal policies

Desired Start Date

Encumbrance Date

Projected Fill Date

**\*Date Approved to Fill** 03/14/2021

11. Review/update Location – this is the physical/HR location associated with the job. **A value must be populated in this field.** This value in the primary HR location drives the radial search in Wisc.Jobs.

- a. If a Position was used on the initial Job Details page, this information will populate from Position

**Locations** ?
 

*Location	Location Description	Primary Location	
MADAGR0027	115 00 STATE AGRICULTURE BLDG	<input checked="" type="checkbox"/>	

Add Location

- b. If a Position was not used, you will need to manually enter this information. Click the **Magnifying Glass** to search for and select the applicable HR Location.



**Locations**

*Location	Location Description	Primary Location		
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Add Location

**Hint:** When searching for location, to narrow the search to your agency, search in the description field and enter the first 3 digits of your BU.

Set ID

SHARE

Location Code

Description

[Basic Lookup](#)

Search Results

View 100
1-49 of 49

Location Code	Description
<a href="#">SHEW11469</a>	115 00 DTCP LEASE, SHEBOYGAN
<a href="#">MILNM4221</a>	115 00 DARM LEASE , MILWAUKEE

- c. If you are hiring in multiple cities, enter an HR Location for each city in which you are hiring. All values listed under Location are sent to Wisc.Jobs and are used in the radial search. The box checked as the Primary Location has no real impact on the Job Posting – all locations listed will drive the radial search in Wisc.Jobs.

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[Search by Career](#)
[Resources](#)
[Equity & Inclusion](#)
[Benefits](#)

## 12. Review/update the Recruiting Location

**Recruiting Locations** ?

Recruiting Area	Recruitment Area Description	Primary Recruiting Area	Target Openings	Location Type
4189	Sheboygan	<input checked="" type="checkbox"/>	1	City

[Add Recruiting Location](#)

- The recruiting location you entered on the previous page will flow through to this field.
- The recruiting location(s) will appear to the applicant on the job opening search page, the job posting, and in the application.
- Can have multiple recruiting locations, **but they all must be the same location level/type**.
  - Click **Add Recruiting Location** to add additional recruiting locations

**Recruiting Locations** ?

Recruiting Area	Recruitment Area Description	Primary Recruiting Area	Target Openings	Location Type
4003	Ashland	<input checked="" type="checkbox"/>	1	City
4010	Bayfield	<input type="checkbox"/>	1	City
4142	Woodruff	<input type="checkbox"/>	1	City

[Add Recruiting Location](#)

- If multiple Recruiting Locations are entered, the applicant will be asked to select where they want to work during the application process.
- You cannot have a job opening with recruiting locations from two different levels (e.g., remote and city).**
  - Sometimes the system will allow this to happen if you enter the Recruiting Location before the HR Location is entered and they are at 2 different levels (city vs statewide). Always make sure to review this and make any updates to the page prior to posting the job.
  - If different Location Types are used, the certification process will not work correctly.
- For standardization purposes, it is recommended that the recruiting location(s) is at the city level.**
- If recruiting at the city level, your HR Location and Recruiting Location should reference the same city.
- Select the Statewide recruiting location if you don't know where the position(s) will be filled.**



If you don't know where the position(s) will be filled, select the Statewide recruiting location. Applicants will see all Wisconsin counties, which will give you the most flexibility for certifying applicants.

h. You can use Recruiting Location as a certification criterion.

Locations ?

*Location	Location Description	Primary Location		
SHEWI1469	115 00 DTCP LEASE, SHEBOYGAN	<input checked="" type="checkbox"/>		

Add Location

Recruiting Locations ?

Recruiting Area	Recruitment Area Description	Primary Recruiting Area	Target Openings	Location Type
4189	Sheboygan	<input checked="" type="checkbox"/>	1	City

**Tip:** If you are recruiting in multiple locations, you should have an HR Location and a Recruiting Location for each city in which you are recruiting.

Locations ?

*Location	Location Description	Primary Location		
MADSPI0004	437 00 DCF 1 S PINCKNEY, MAD	<input checked="" type="checkbox"/>		
MIL418	437 00 DCF 1220 W VLIET 2ND FL	<input type="checkbox"/>		
OSHNST0023	435 00 WIS RES CTR - WOMENS	<input type="checkbox"/>		

Add Location

Recruiting Locations ?

Recruiting Area	Recruitment Area Description	Primary Recruiting Area	Target Openings	Location Type
4036	Madison	<input checked="" type="checkbox"/>	1	City
4127	Milwaukee	<input type="checkbox"/>	1	City
4221	Oshkosh	<input type="checkbox"/>	1	City

## Understanding Recruiting Location Level

- There are 6 Recruiting Location Levels:
  - Statewide
    - If the recruiting location is Statewide, all 72 Wisconsin counties will display to the applicant during the application process, and they will select where they want to work
    - Only use Statewide if you truly have openings in every county, or if you don't know where the position(s) will be filled
  - Region
    - Northern Region
    - West Central Region

- Northeast Region
  - South Central Region
  - Southeast Region
- County
- City
- Remote
- Out of State
- If there are multiple locations in the Job Openings, all locations used must be at the same level.
  - If Statewide, Out of State or Remote are used, this is the only location that can be used.
  - If using regions, only regions can be used.
  - If using counties, only counties can be used.
  - If using cities, only cities can be used.
- Should you use county or city?
  - For standardization purposes, it is recommended that the recruiting location(s) is at the city level
  - For applicant location search purposes, it is best to get to the most granular level as possible
- If multiple recruiting locations are selected, “Multiple” will be the location indicated to the applicant in search results, but the job will appear in the search results associated with every recruiting location
- The **WI\_HRS\_RECRUIT\_LOC\_ROLLUP** query will show you how a location rolls up to the different location levels within TAM.

### 13. Review Position Information

**Positions**

*Position	Position Number	Primary Position		
Is Business Automation Senior	000545	<input checked="" type="checkbox"/>		

Add Position

- a. Position is not required but should be entered if known
- b. Click **Add Position** to enter additional positions
- c. Can add Position information at any time
  - i. **WARNING:** Once the Job Opening is in a status of Open – **DO NOT CHANGE THE PRIMARY POSITION INFORMATION.** If you change the information, it will delete values within the Job Opening that are associated with the primary position.
  - ii. **If you open the Job Opening without a Position and later add it, DO NOT CHECK ANY OF THE POSITIONS AS PRIMARY.** If you entered a primary position where there was none, it will also overwrite information within the Job Opening that are associated with a Position.

### 14. Enter Employees Being Replaced – optional – used for tracking purposes only

Employees Being Replaced		
	*Employee ID	Name
1	<input type="text"/>	

[Add Employee](#)

15. Click **Save as Draft** at the bottom of the page.

[Save and Submit](#) [Save as Draft](#)

16. Once you Save as Draft, the Job Opening will be assigned a Job Opening ID.

<b>Job Opening ID</b> 1366	<b>Status</b> 005 Draft
<b>Job Posting Title</b> Food Scientist-Adv	<b>Business Unit</b> 11500 (Ag, Trade & Consumer Protctn)
<b>Job Code</b> 70903 (FOOD SCIENTIST-ADV)	<b>Department</b> 1150010100 (DFS Bureau of Food Safety_Insp)
<b>Position Number</b> 000034 (Food Scientist-Adv)	<b>Primary Recruiting Location</b> 4189 (Sheboygan)

17. Go to the **Job Details** Tab

## Job Details Tab

18. The information on the page defaults from the job code used

- If recruiting for multiple positions, see [Appendix A](#) for additional set-up needed

19. Most of the information in the Staffing Information section is optional and is not visible to the applicant except for **Schedule Type** and **Regular/Temporary**

Opening Details	Job Details	Qualifications	Job Posting	Questionnaire
<b>Additional Job Specifications</b> ?				
<p>Job Code <input type="text" value="70903"/> <input type="button" value="Q"/> <input checked="" type="checkbox"/> Primary Job Code</p>				
<b>Staffing Information</b> ?				
<p>Region <input type="text" value="USA"/> <input type="button" value="Q"/></p> <p> <input type="text" value="Schedule Type"/> <input type="text" value="Full-Time"/> <input type="button" value="v"/> </p> <p> <input type="text" value="Regular/Temporary"/> <input type="text" value="Regular"/> <input type="button" value="v"/> </p>				

- If you added a position number, **Schedule Type** and **Regular/Temporary** will automatically be filled.

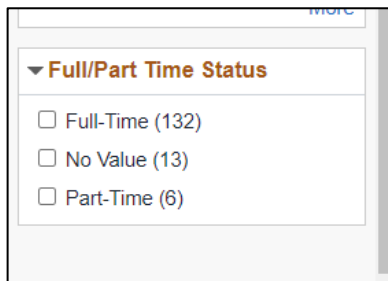
- b. If you entered a job code instead of position, you may need to select a value to these fields

**20. Schedule Type** - enter either Full-Time or Part-Time

- a. You can only select one. If recruiting for both, you will either need to select one and make a reference to both in your Job Posting, or create separate Job Openings (one for full-time and one for part-time)

**21. Regular/Temporary** – enter either Regular or Temporary (i.e. LTE, project, seasonal...)

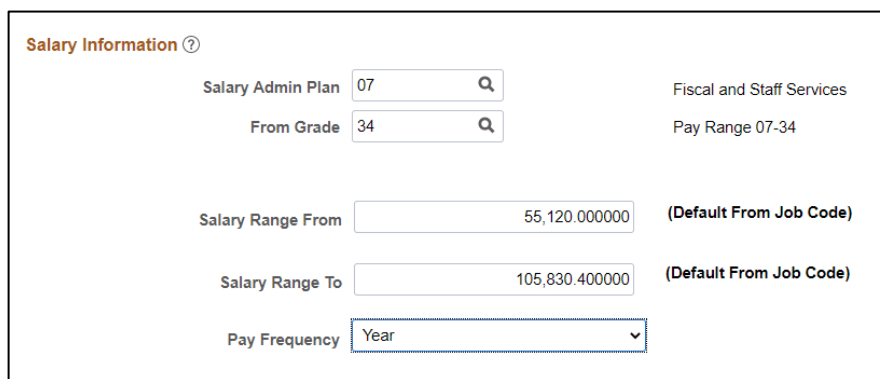
- a. You can only select one. If recruiting for both, you will either need to select one and make a reference to both in your Job Posting, or create separate Job Openings (one for full-time and one for part-time)
- b. If nothing is entered in this field, **No Value** will appear in the Search Results



A screenshot of a web form showing a dropdown menu titled "Full/Part Time Status". The menu is expanded, showing three options: "Full-Time (132)", "No Value (13)", and "Part-Time (6)". Each option has a small square checkbox to its left.

**22. Salary Information** – values displayed are from a job code set-up table within STAR.

- a. The salary range may not accurately reflect the salary range for the recruitment.
- b. This information is NOT displayed to applicants or automatically pulled forward into the Job Posting.
- c. You can update it to reflect the salary range for the recruitment if you want, but it is not required.



A screenshot of a web form titled "Salary Information" with a help icon. The form contains several fields and labels:

- Salary Admin Plan:** A text box with "07" and a search icon. To the right, it says "Fiscal and Staff Services".
- From Grade:** A text box with "34" and a search icon. To the right, it says "Pay Range 07-34".
- Salary Range From:** A text box with "55,120.000000". To the right, it says "(Default From Job Code)".
- Salary Range To:** A text box with "105,830.400000". To the right, it says "(Default From Job Code)".
- Pay Frequency:** A dropdown menu with "Year" selected.

**23. Employment Questions** – initially, the only questions that should be entered on this page are the two questions that can be used for certification purposes. If your job opening is for both full and part time positions and/or different shifts AND you want to create separate certification lists, you should enter the applicable Employment Questions here.

**Employment Questions** ?

*Question	Question Order	Required	Action		
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	View Answers		

- a. **There are only 2 questions that can be currently used for certification purposes – NO OTHER QUESTIONS ARE ATTACHED TO CERTIFICATION LOGIC AT THIS TIME.** You can add one or both of the following questions as Employment Questions:
- Question ID 1029 – Empl Question – FT/PT
  - Question ID 1030 – Empl Question – Shift Preferen

Question ID	Question Code	Question Type	Status	Description	Business Unit	Job Code
1029	EMP_FTPT	Multiple	Active	Empl Question - FT/PT	(blank)	(blank)
1030	EMP_SHIFT	Multiple	Active	Empl Question - Shift Preferen	(blank)	(blank)

- b. Click on the Magnifying Glass to select the question. Click **Add Employment Question** to add the second question as needed. If you want to add both questions, it should look like this:

**Employment Questions** ?

*Question	Question Order	Required	Action		
Empl Question - FT/PT	<input type="text" value="1"/>	<input checked="" type="checkbox"/>	View Answers		
Empl Question - Shift Preferen	<input type="text" value="2"/>	<input checked="" type="checkbox"/>	View Answers		

- c. If you do not need to certify on full/part time and/or preferred shift, you should not enter any Employment Questions.
- d. This is what the Employment Questions will look like to the applicant.

### Step 3 of 8: Preferences

#### Employment Questionnaire

Questions marked with an \* are required. You are required to answer all the mandatory questions.

Please answer the following questions as carefully as possible.

**\*1. Please indicate if you are available to work full-time and/or part-time (select all that apply).**

☒ Full-Time

☐ Part-Time

**\*2. Please indicate the shifts that you are available to work (check all that apply).**

☒ 1st Shift

☐ 2nd Shift

☐ 3rd Shift

☐ Seasonal (minimum of 600 hrs/year but less than 1828 hrs/year)

24. Click **Save as Draft** at the bottom of the page.

## Qualifications Tab

25. Go to the **Qualifications Tab** (optional)

Opening Details Job Details **Qualifications** Job Posting Questionnaire Screening Assignments

Additional Job Specifications  ☒ Primary Job Code

**Work Experience & Education**

\*Highest Education Level

Not Indicated

Add Work Experience and Education

▼ Degrees

There are no items for the Degrees section. Please add one if required.

Add Degrees

▼ Language Skills

There are no items for the Language Skills section. Please add one if required.

Add Language Skills

▼ License/Cert/Registration

There are no items for the License/Cert/Registration section. Please add one if required.

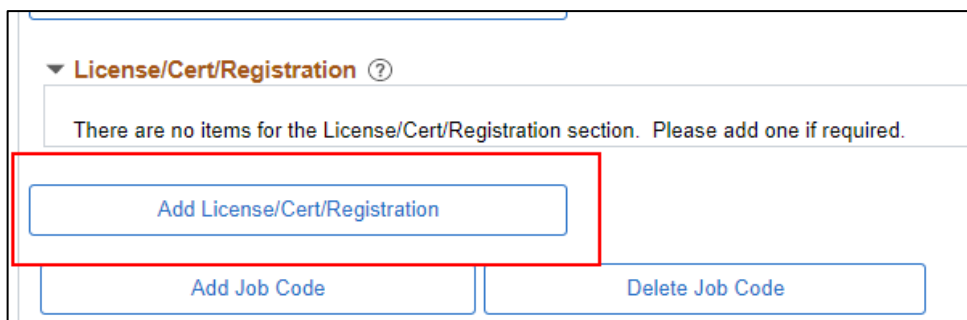
Add License/Cert/Registration



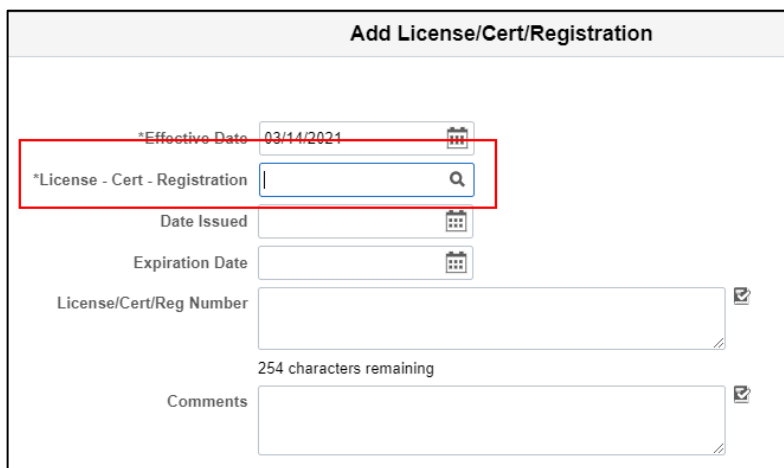
- a. Everything on the Qualifications tab is optional. This tab IS NOT the same as benchmarks or screenings.
- b. If there are required minimum qualifications needed (e.g., license/certification/registration), it can be tracked here.
- c. Applicants will NOT see the qualifications entered during the application process. If you need to know specific information about a qualification during the application process, you will need to create a question to capture the information.

26. Click under the applicable area to add a qualification

- a. Click **Add License/Cert/Registration**



- b. Click the magnifying glass to access the menu of items



- c. Search by Content Items ID or Description

**Look Up License - Cert - Registration**

Content Type WILICERTREG

Content Item ID begins with

Description begins with



**Search** Clear Cancel Basic Lookup

Search Results

View 100 1-158 of 158

Content Item ID	Description
ACCRFINEXAM	Financial Examiner Accreditation (AFE)
ACCRINSEXAM	Insurance Examiner Accreditation (AIE)

▼ **License/Cert/Registration** ?

Profile ID	License/Cert/Registration	Date Issued	Expiration Date	License/Cert/Reg Number	
0	Advanced Practice Nurse Prescriber Certification	<input type="text"/>	<input type="text"/>	<input type="text"/>	 

[Add License/Cert/Registration](#)

## Assignments Tab

27. Go to the **Assignments** Tab

Opening Details Job Details Qualifications Job Posting Questionnaire Screening **Assignments**

**Assignments** ?

**Recruiters** ?

No Recruiters have been added to this Job Opening

[Add Recruiter](#) [Add Recruiter Team](#)

**Hiring Manager** ?

No Hiring Managers have been added to this Job Opening

[Add Hiring Manager](#) [Add Hiring Manager Team](#)

**Interested Parties** ?

No Interested Parties have been added to this Job Opening

[Add Interested Party](#) [Add Interested Parties Team](#)

28. There are 3 roles available on this page:

- a. Recruiters – the recruiter(s) responsible for managing the Job Opening
- b. Hiring Manager
  - i. Initially we will not have any security for Hiring Managers to have access to job – will address after go-live
  - ii. Will not be able to select anyone at go-live because no one will have the Hiring Manager Security role
- c. Interested Parties
  - i. Will have access to Job Opening but no security to transact on the record

29. Click **Add Recruiter** to add the Primary Recruiter associated with the Job Opening

- a. Someone should always be added as a Primary Recruiter
- b. You can either click on the Magnifying Glass to search for the recruiter, or type in the First and Last Name of the person and click the tab key.
- c. Only those the WI\_RECRUITER security role will be available for selection.
- d. Add more recruiters as needed.
- e. There are currently no Recruiter Teams set up. If you are interested in having a Recruiting Team created, please submit a JIRA ticket with who you want in the team (make sure you categorize the ticket as HCM – Recruiting).

**Assignments** ?

**Recruiters** ?

*Name	Recruiter ID	Primary		
Nicole [search]	[ID]	<input checked="" type="checkbox"/>	[trash]	
Shari [search]	[ID]	<input type="checkbox"/>	[trash]	

[Add Recruiter](#) [Add Recruiter Team](#)

30. Click **Save as Draft** at the bottom of the page

## Recruiting Security

31. There are two ways a recruiter can have access to a Job Opening

- a. They are listed as a Recruiter on the Job Opening
- b. They have row-level security to the Department used for the Job Opening
- c. If the primary recruiter:
  - i. When searching for job openings based on association, the primary recruiter has an association of **Job Assigned to Me**
  - ii. All other recruiters have an association of **Jobs Associated with Me**

**Search Job Openings**

[Recruiting Home](#) | [Create Job Opening](#) | [Search Job Postings](#)

▼ **Search Criteria** ?

Job Posting Title

Job Opening ID

Status

Category

Most Recent Activity

Job Opening Type

Hot Job

**My Association**

Hiring Manager


Recruiter

Created By

- d. On the **Recruiting Homepage**, the information on the **My Job Openings** tile will be based on the settings you select within the My Job Openings tile.


▼ **Recruiting**

**My Job Openings**




9 Jobs Assigned to Me

**My Applicants**



0 Applicants

**Recruiting Activities**



- i. Click on the My Job Openings tile to access the My Job Openings Page
- ii. Click on Personalize Filters at the top of the page.

**My Job Openings**

**Search My Job Openings**

[Clear Search](#) [Personalize Filters](#)

- iii. Depending on your preference, click the association to the Job Opening that you want to display.
1. **Jobs Assigned to Me** = you are listed as the primary recruiter
  2. **Jobs Associated with Me** = you have security to the job opening
  3. **Jobs Created by Me** = you created the job opening

Cancel Personalize Filters Save

Select the filter options that determine which Job Openings appear.

\*Display Jobs Assigned to Me ▼

\*Status Jobs Assigned to Me

\*Created Within Jobs Created by Me

iv. You can then determine the status of the jobs you want to display.

Cancel Personalize Filters Save

Select the filter options that determine which Job Openings appear.

\*Display Jobs Assigned to Me ▼

\*Status Open ▼

\*Created Within Open

v. You can then determine the Created Within timeframe you want to display.

Cancel Personalize Filters Save

Select the filter options that determine which Job Openings appear.

\*Display Jobs Associated with Me ▼

\*Status Open ▼

\*Created Within View All ▼

Union Grove

vi. Click **Save** when done.

## Questionnaire Tab

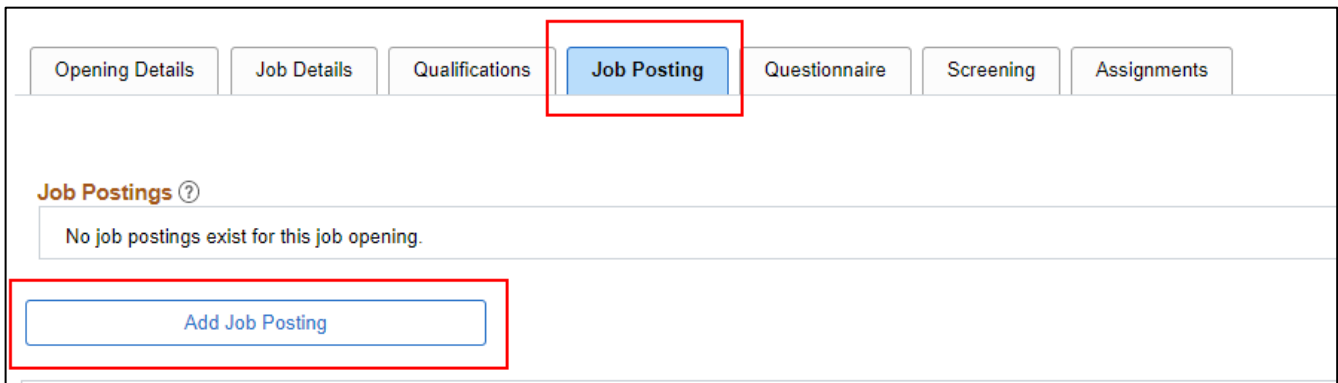
32. If you are adding screening questions to your Job Opening, you will need to add the Questions on the Questionnaire Tab. See the [Screening Questions Job Aid](#) for details.

## Screening Tab

33. See the [Screening Levels Job Aid](#) for information about the types of screenings available and how to set them up.

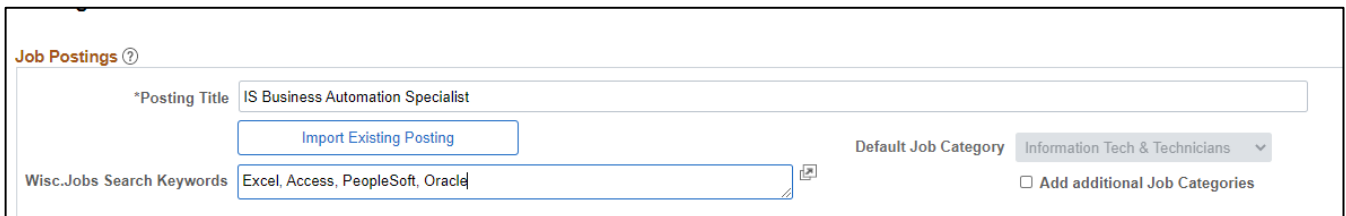
## Job Posting Tab

34. Go to the **Job Posting** Tab and click **Add Job Posting**



The screenshot shows the 'Job Posting' tab selected in a navigation bar. Below the tabs, a message indicates that no job postings exist for the current job opening. A red box highlights the 'Add Job Posting' button.

35. Review/update the **Posting Title** - appears to applicant, both in Wisc.Jobs and Candidate Gateway  
(DO NOT USE ALL CAPS)



The screenshot shows the 'Job Postings' form. The 'Posting Title' field is highlighted with a red box. The 'Wisc.Jobs Search Keywords' field contains the text 'Excel, Access, PeopleSoft, Oracle'. The 'Default Job Category' is set to 'Information Tech & Technicians'.

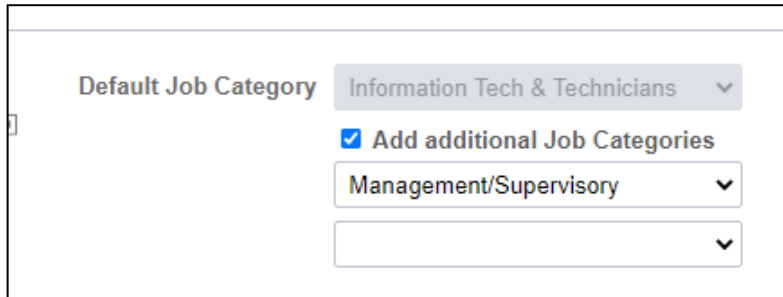
36. **Wisc.Jobs Search Keywords** – If you want applicants to be able to search for specific words in Wisc.Jobs to find the job posting, enter those words here.

- The full text of the job posting is NOT searchable on the Wisc.Jobs website (it is in Candidate Gateway)
- You don't need to add any words in the Job Posting Title, the job categories listed or any of the values listed in the Recruiting Locations attached to the Job Openings – all of this information will already be searchable within Wisc.Jobs and Candidate Gateway.

37. **Default Job Category** – Job Category assigned to the Job Code

- This is a search parameter both in Wisc.Jobs and Candidate Gateway
- Click on the box next to **Add additional Job Categories** to add up to 2 more Job Categories

- c. This will increase the number of Career Categories in which the job will appear in the Wisc.Jobs search results only.
- d. The job will only appear in the default job category in the Candidate Gateway search results



The screenshot shows a web form for selecting job categories. It features a label "Default Job Category" followed by a dropdown menu currently set to "Information Tech & Technicians". Below this is a checked checkbox labeled "Add additional Job Categories". Underneath the checkbox are two more dropdown menus; the first is set to "Management/Supervisory" and the second is empty. The entire form is enclosed in a light gray border.

## Completing the Sections within the Body of the Job Posting

### Font and Formatting Requirements

When copying and pasting from Word, use a 12-point Arial font. If typing announcement text directly in the text box in TAM, the font size should be set at Arial 16, which aligns with a Word font size of 12. This is ideal for screen readers for the visually impaired. Do not use italics in the Job Posting.

38. There are 7 sections that make up the job posting

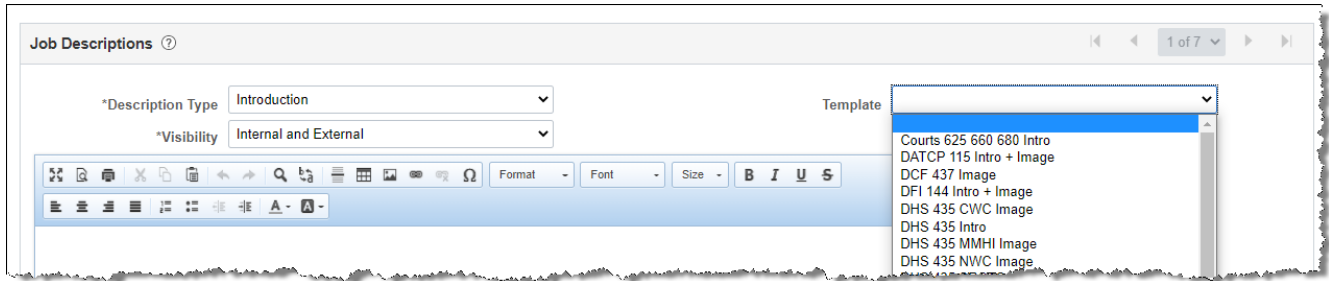
- a. Introduction
- b. Position Summary
- c. Salary Information
- d. Job Details
- e. Qualifications
- f. How to Apply
- g. Deadline to Apply

See the [Job Posting Guidelines Job Aid](#) for guidance on information to include in the job posting.

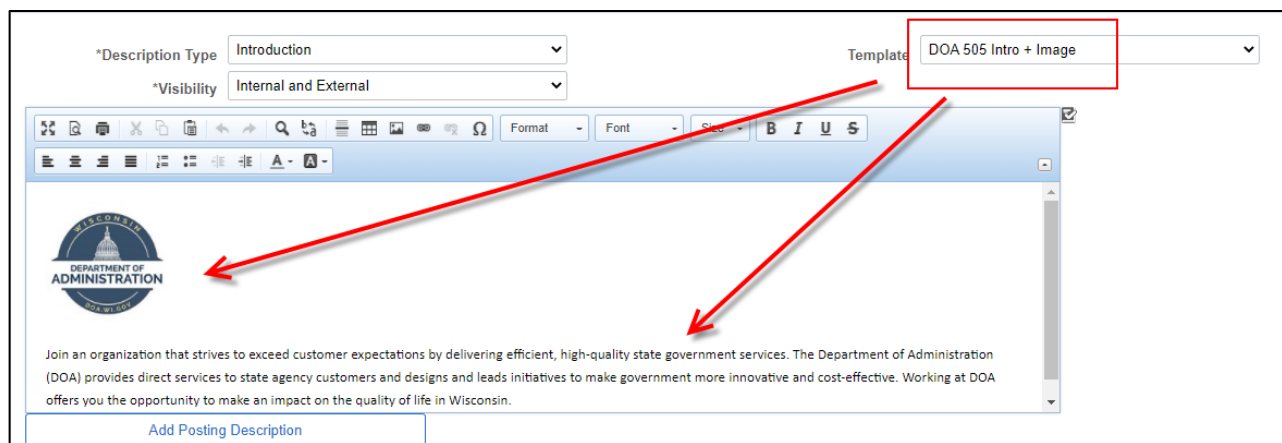
39. Each section defaults **Visibility** to **Internal and External** but this can be updated

40. Each section can have templates loaded that will pre-populate the section

- a. Templates that include the agency logo have been added to the **Introduction** section
- b. DPM can load agency templates for other sections upon request (submit a JIRA ticket with the template information needed)



- c. If you want to load information from a template, select the applicable template from the drop-down menu
- d. Once the template is selected, the image/text will populate, and you can edit any image/text that appears on the page

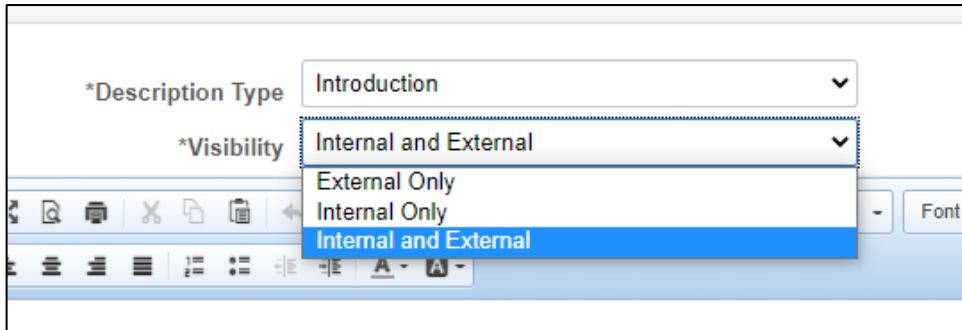


#### 41. Things to know about creating a Job Posting

- a. The simplest way to populate the job posting sections is to create the announcement in Word and copy/paste the information into the different sections
  - i. Formatting in Word will automatically come through
  - ii. **NOTE:** Some Chrome browsers block the copy/paste functionality. If copy/paste does not work for you, please try a non-Chrome browser.
- b. There are no character limits in the Job Posting Section
- c. Each job posting section has a formatting toolbar. The toolbar functions like the toolbar available in Word.
- d. You don't have to do any HTML coding anymore.

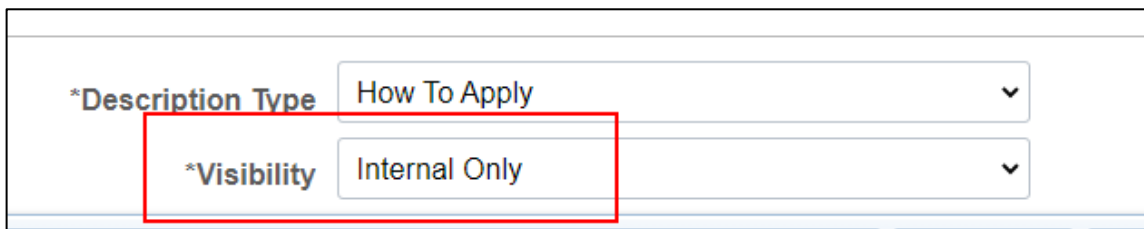


42. **Visibility** - you can choose to have different posting information appear to Internal and External Candidates (visibility defaults to Internal and External)



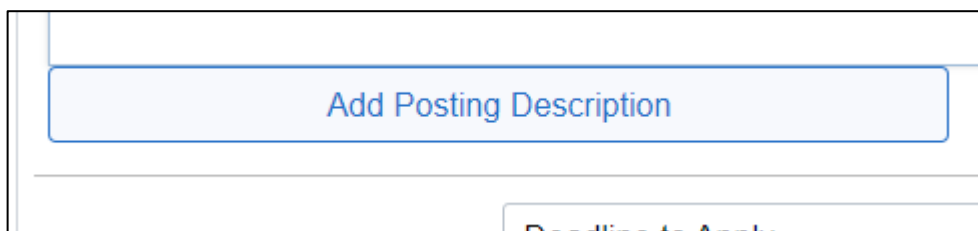
The screenshot shows a web form with two dropdown menus. The first menu, labeled '\*Description Type', has 'Introduction' selected. The second menu, labeled '\*Visibility', is open and shows three options: 'Internal and External' (which is highlighted in blue), 'External Only', and 'Internal Only'. Below the dropdowns is a toolbar with various icons for text formatting and editing.

- a. **Internal** – an internal applicant is anyone who has an organizational relationship of Employee who has an active IAM.
- b. **External** – Appears on WiscJobs and for anyone who has an external Candidate Gateway account
- c. If you want different wording for internal vs external candidates
  - i. Update **Visibility** to a section to **Internal Only**



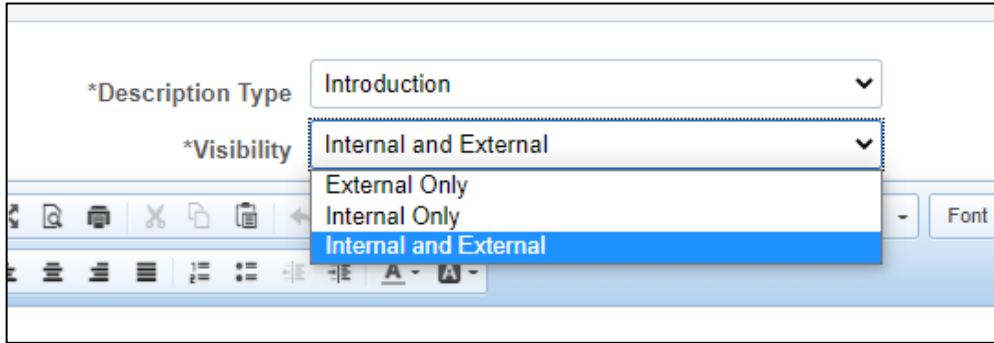
The screenshot shows the same web form as before, but now the '\*Visibility' dropdown is closed and 'Internal Only' is selected. A red rectangular box highlights the '\*Visibility' dropdown menu.

- d. Enter the information you want displayed to Internal candidates
- e. Click **Add Posting Description** under the section in which you want to add an External Only version of the section



The screenshot shows a button labeled 'Add Posting Description' in blue text on a light blue background. Below the button, there is a section labeled 'Deadline to Apply'.

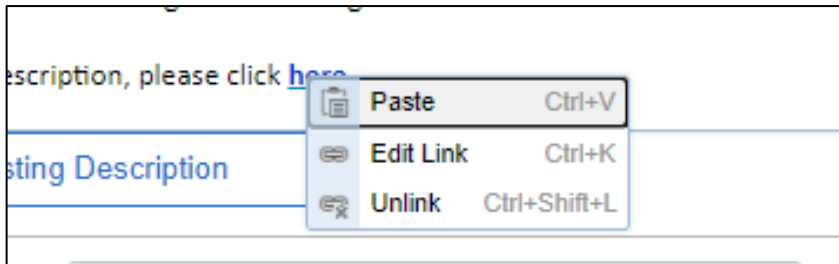
- f. Select the Description Type of the section and Visibility of External Only. Enter the text you want to appear to External applicants.



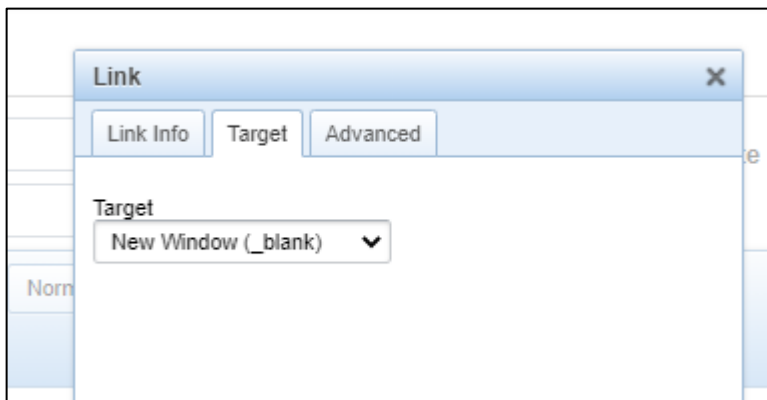
## Formatting Links

43. Formatting links in the Job Posting – you need to make sure links are set to open in a new tab – it does NOT default to this setting.

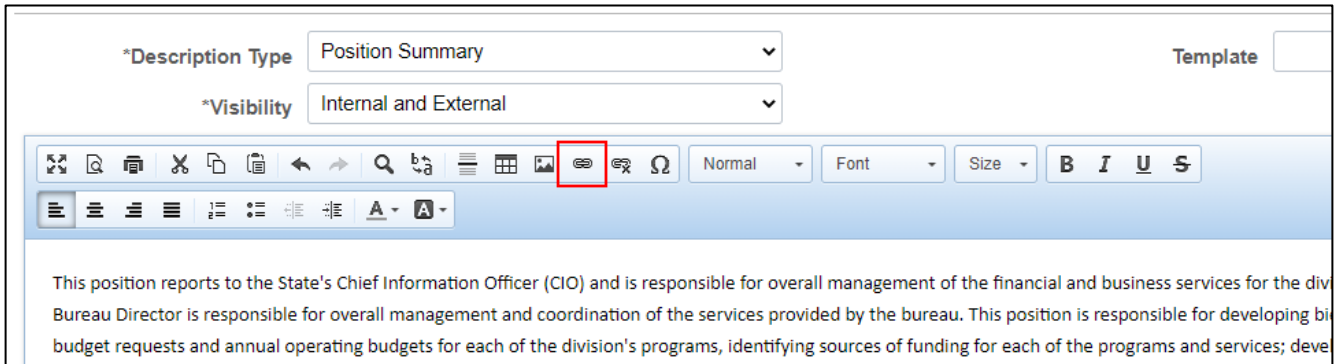
- a. Right click on the link and click **Edit Link**



- b. Go to the Target Tab and update the Target to New Window (\_blank). Click **OK**.



- c. If you do not take these steps, when an applicant clicks on a link in the Job Posting, the Job Posting will be replaced on the page by the opened link.
- d. Can also edit the properties of a link by clicking on the link icon in the tools menu in each section



\*Description Type: Position Summary

\*Visibility: Internal and External

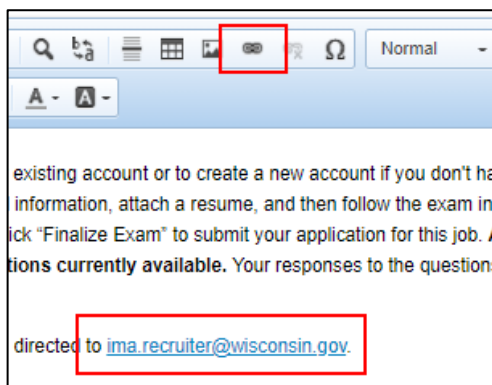
Template

This position reports to the State's Chief Information Officer (CIO) and is responsible for overall management of the financial and business services for the div  
Bureau Director is responsible for overall management and coordination of the services provided by the bureau. This position is responsible for developing bi  
budget requests and annual operating budgets for each of the division's programs, identifying sources of funding for each of the programs and services; deve

## Setting Up Contact Emails

### 44. Setting up contact emails in the Job Posting

- If there is a contact email within the job posting, you can activate it, so it triggers an email when clicked by an applicant
- Click anywhere on the email and then click on the Link icon

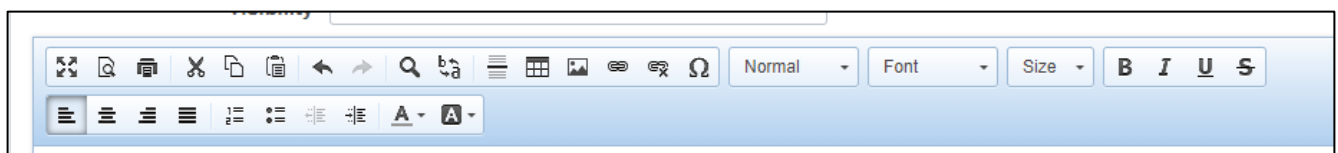



- The following information will default, and you can enter a Message Subject and/or Message Body that will default when an applicant click on the links.
  - You can enter a Message Subject that references that Job Posting and/or the start of the Message Body

**Example:**

To	ima.recruiter@wisconsin.gov
Cc	
Bcc	
Subject	Questions re: Accounting Position - Job ID 1029

45. The Job Posting Toolbar functions like the toolbar available in Word



- a. The Preview button  allows you to preview what the section will look like online

### Adding Images

If you need to add an image to any sections within your Job Posting, copy and paste the image into the applicable section.

There is an image upload icon within the toolbar – you should NOT use this to upload an image. There is a technical/security issue that prevents the image from uploading correctly if you use the functionality associated with the icon.

\*Description Type: Introduction

\*Visibility: Internal and External

Don't Use

## Job Posting Destinations

46. **Job Posting Destinations** – this section is where you indicate where, when and how long the job should be posted.

a. **Do not delete the default destinations.**

- i. **Wisc.Jobs/External Posting** = posting to external candidates
- ii. **ESS Careers/Internal Posting** = posting that appears to employees who access opening through Employee Self Service – Careers Tile

*Destination	*Posting Type	Relative Open Date	Post Date	Remove Date	Posting Duration (Days)
Wisc.Jobs	External Posting				
ESS Careers	Internal Posting				

b. The **Relative Open Date** defaults to blank – leave it blank. If you put a value here, it will override the post date once the Job Opening is approved.

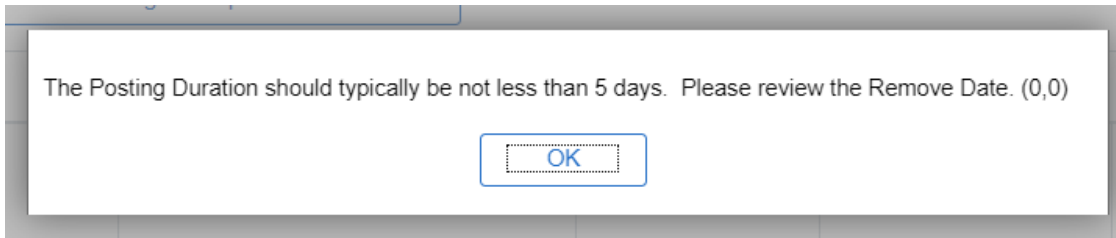
c. Enter the **Post Date** (date you want the posting to appear in Candidate Gateway) and the **Remove Date** (the day AFTER the deadline listed in the posting).

*Destination	*Posting Type	Relative Open Date	Post Date	Remove Date	Posting Duration (Days)
Wisc.Jobs	External Posting		07/01/2021	07/19/2021	18
ESS Careers	Internal Posting		07/01/2021	07/19/2021	18

- i. **Once approved, job postings will be posted every 30 minutes at :15 and :45 past the hour**
- ii. Jobs will be removed the day after the Remove Date just after midnight. For example, if the application deadline is May 1<sup>st</sup>, the remove date should be May 2<sup>nd</sup>
- iii. You are not required to enter a Remove Date – can be blank – will populate as “Open Until Filled” on applicant search results

## Job Openings & Postings

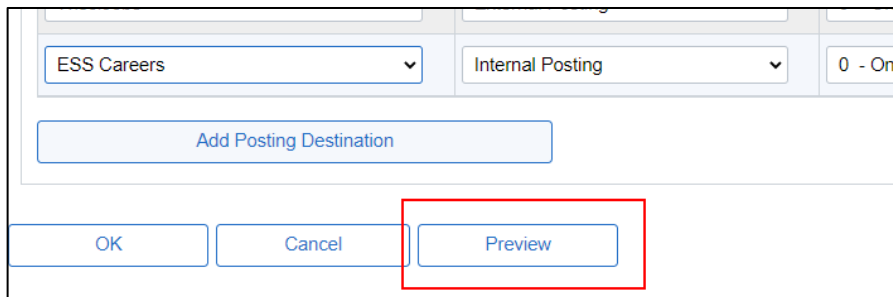
1. The post will NOT automatically be removed after a certain amount of time. You will have to come back and enter a remove date if you want the posting to come down.
- d. If the dates entered create a posting of less than 5 days, the following soft warning will appear on the page. The system will allow you to save a posting that is less than 5 days because LTE/Project recruitments do not have a minimum posting requirement.



- e. Once your job is posted, if you notice a mistake in your Job Posting (ex. typo), you can correct the Job Posting and save the Job Opening with the change. The change to the job opening will be immediate (does not have to go through any approvals). If you change the Post or Remove Date, you will have to wait until the posting process occurs at :15 and :45 past the hour to see the update.

### 47. Previewing the Job Posting

- a. Click the **Preview** button to see a preview of the Job Posting so you can review format and test links




- b. If there are differences between the internal and external postings, click on **Switch to Internal View** to review the internal posting.

### Job Description

Job Title	Payroll & Benefits System Coordinator - Senior
Job ID	1238
Location	Deerfield;Madison
Full/Part Time	Full-Time
Regular/Temporary	Regular

[Return to Previous Page](#)
[Switch to Internal View](#)

### Introduction



Join an organization that strives to exceed customer expectations by delivering efficient, high-quality state government services. The Department of Administration (DOA) provides direct services to state agency customers and designs and leads initiatives to make government more innovative and cost-effective. Working at DOA offers you the opportunity to make an impact on the quality of life in Wisconsin.

- c. Click **Return to Previous Page** to go back to the Job Posting page

## Submitting Job Opening for Approval

48. Once the Job Posting is complete, click **OK** on the bottom of the page – you will be brought back to the main Job Posting page.
  - a. At this point, you should do one final review of your Job Opening to make sure everything looks good. See the [Job Opening Checklist](#) for a list of items that should be reviewed.
  - b. Once the job opening is ready to route for approval, you will click the **Save and Submit** button from the bottom of any page and it will route to your agency approver(s).

[Save and Submit](#)
[Save as Draft](#)

49. Once **Save and Submit** is selected, an Approvals tab will be visible on the Job Opening and the Status will change to Pending Approval.

**Status** 006 Pending Approval

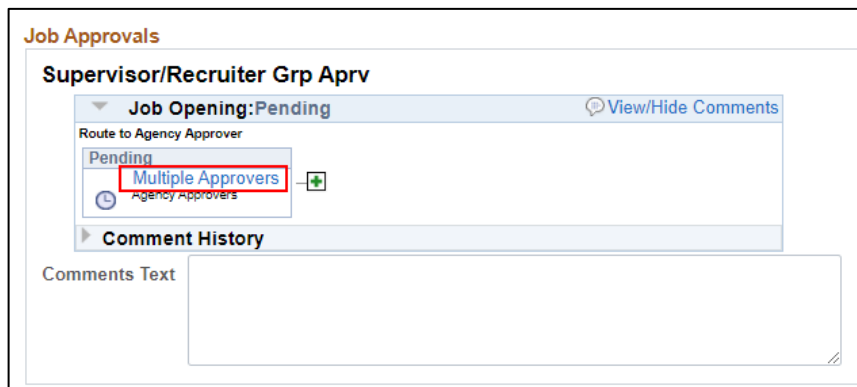
**Business Unit** 39500 (Transportation)

**Department** 0505230100 (Northeast Region Area 1)

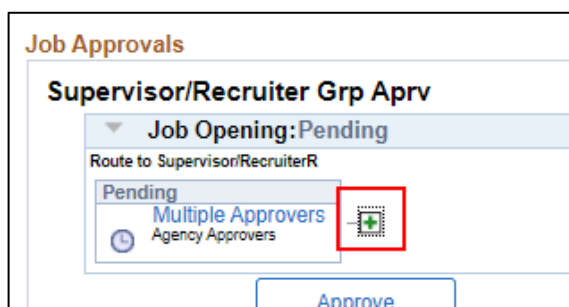
**Primary Recruiting Location** 4014 (Green Bay)

[Questionnaire](#)
[Screening](#)
[Assignments](#)
[Approvals](#)

50. You can review the approvers by clicking on the **Approvals** Tab. If there are Multiple Approvers, click on the link to review all the potential approvers of the Job Opening.



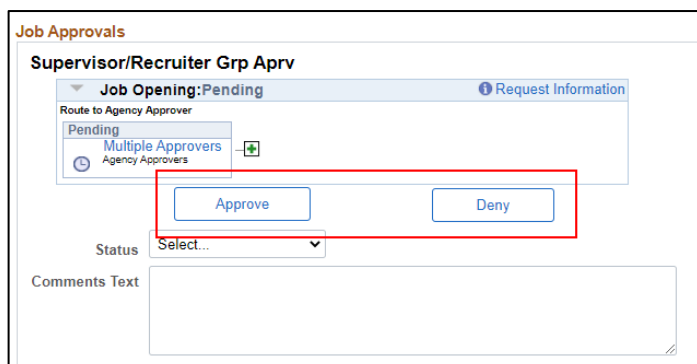
51. The green + box allows for the addition of more approvers. At this time, do not enter any additional approvers. Please do any additional approvals outside of the system. If BMRS approval is needed, please contact the BMRS team and ask that they review the Job Opening and provide approval via email.



**Note:** Given that most agencies have more than 1 approver, it is recommended that you reach out to the specific person that you want to approve the Job Opening. Automated approver email notifications have been disabled based on agency feedback and concern over several approvers getting emails for Job Openings that they do not need to approve.

### Approving a Job Opening

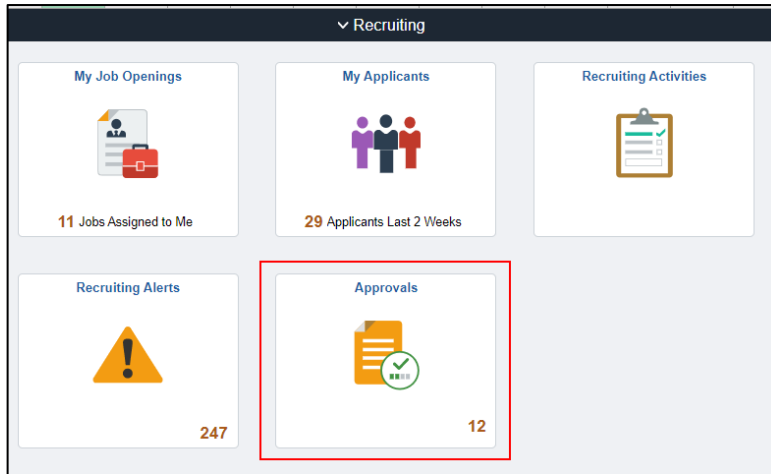
52. Anyone who has the WI\_RECRUITING\_AGENCY\_APPROVER security role associated with the department attached to the Job Opening, can approve the job opening. Those with the approver security role will have **Approve** and **Deny** buttons.



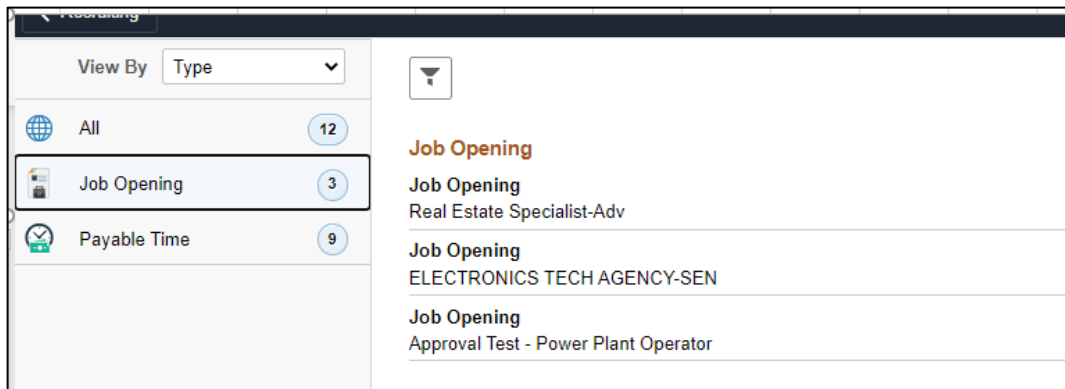


### 53. Accessing Approvals

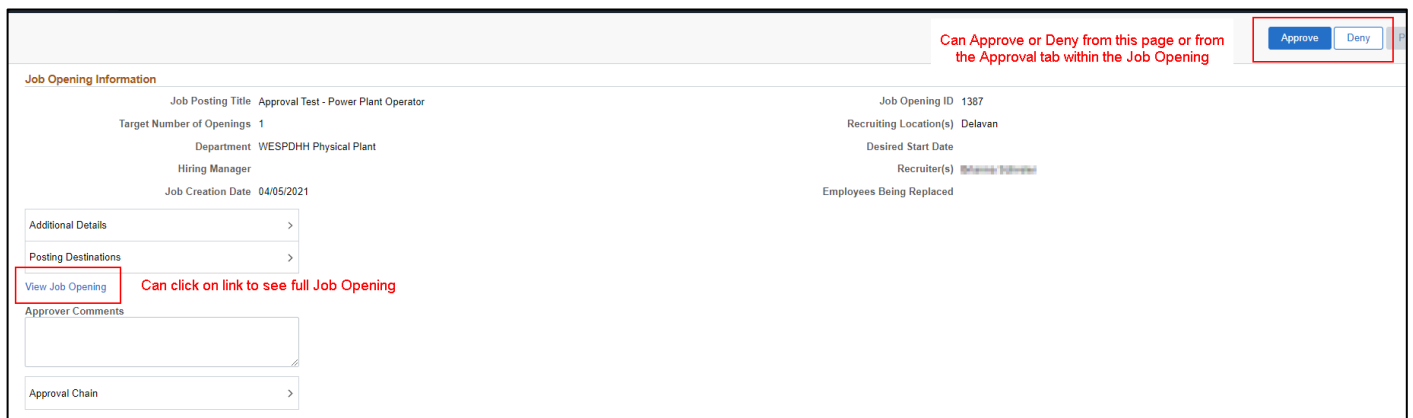
- a. Approvers can access their approvals from the Approvals Tile (only those with some type of Approval security have an Approvals Tile).



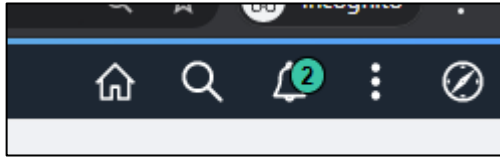
- b. Click on the Job Opening from the Approvals page to access the Job Opening information.



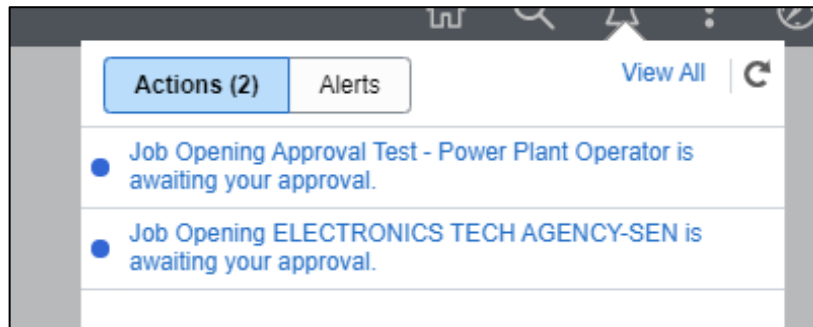
- i. When the approver clicks on the Job Opening information, they are brought to an approval page where they can Approve or Deny the Job Opening and/or click on a link to access the Job Opening (where they can approve from Approvals tab within the Job Opening).



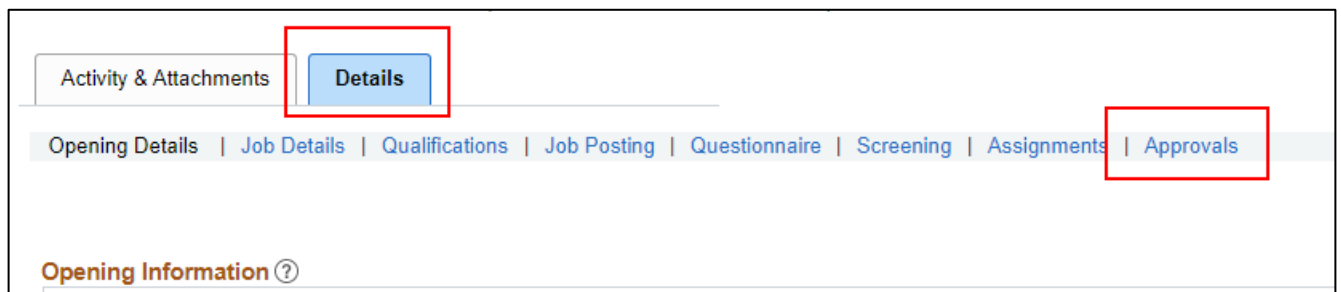
- c. There will also be an Alerts notification that appears at the top of all pages in STAR.



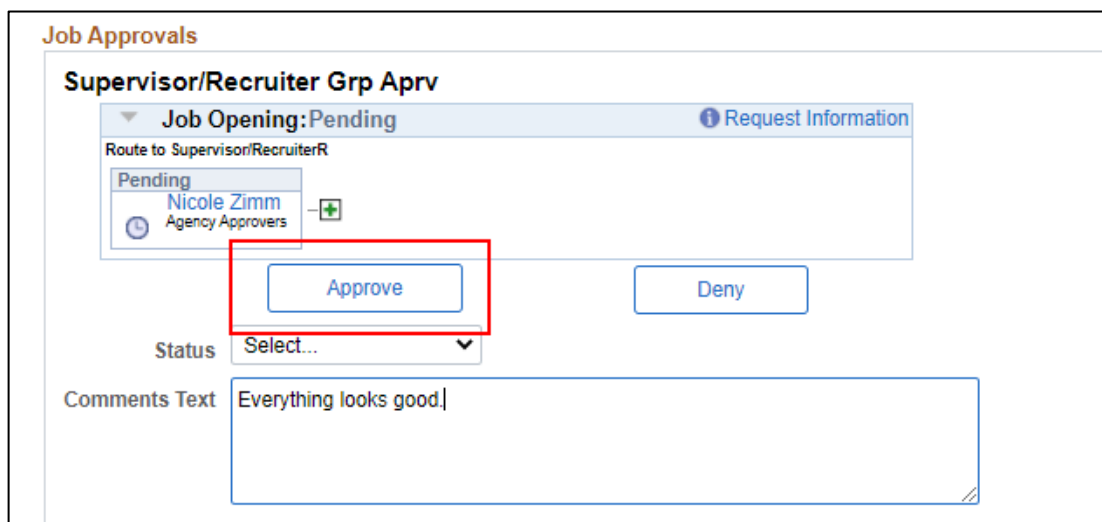
- i. When the approver click on the Alerts, a Job Opening Approval message appears. When the approver clicks on the message, they will be brought directly to the Job Opening.



- d. The approver must then click on Approvals within the Job Opening to access the approval page.



54. The approver will click the **Approve** button to approve the job opening. The approver can also enter comments as needed.



55. Once approved, the Job Opening will go to a **Status of Open** and the job will post as of the Post Date listed on the Job Postings tab.

Status 010 Open

  
 Business Unit 50500 (Administration)  
 Department 505C111300 (Electronic Security)

### Denying Approval for a Job Opening

56. The recruiter can deny the approval request by clicking the **Deny** button. If the approver denies the approval, the recruiter can update whatever was wrong and resubmit the request. The Status of the Job Opening will change to Denied.

- a. The approver will have the security to make updates to the Job Opening. If small updates are needed, the approver can make the updates instead of denying the approval.

**Job Approvals**

**Supervisor/Recruiter Grp Aprv**

Job Opening: Pending Request Information

Route to Supervisor/RecruiterR

Pending

Nicole Zimm

Agency Approvers

+

Approve
Deny

Status Select...

Job Opening ID 1191  
 Job Posting Title AG AUDITOR 3  
 Job Code 00403 (AG AUDITOR 3)  
 Position Number 000441 (AG AUDITOR 3)

Status 008 Denied

Business Unit 11500 (Ag, Trade & Consumer Protctn)  
 Department 1150014100 (DTCP Bureau of Bus Trade Pract)

Activity & Attachments
Details

Opening Details
Job Details
Qualifications
Job Posting
Questionnaire
Screening
Assignments
Approvals

**Job Approvals**

**Supervisor/Recruiter Grp Aprv**

Job Opening: Denied

Resubmit

Status Select...

Comments Text Please update and review the posting information.

57. The recruiter can then update whatever is needed in the Job Opening and then resubmit the Job Opening for approval. Once resubmitted, it will go through the regular approval process again.

**Job Approvals**

**Supervisor/Recruiter Grp Aprv**

Job Opening: Denied

Resubmit

Comments Text

## Appendix A: Multiple Job Code Recruitment

There could be **several reasons** that you want to recruit for multiple job codes including:

- You have multiple openings, and you could hire at more than 1 level in a series
- You have 1 opening but not sure at which level you will hire in a series

If the job codes are not in the same class series [requires BMRS approval], you will need to determine if you should be using 1 job opening or more than 1 job opening for the recruitment.

You will need to determine your **assessment criteria**.

- Will you ask the applicants for which job code/level they are interested?
- If you are doing a resume screen, will you have different passing points for the different levels?
- Are you going to recruit at both levels but just determine the appropriate level at the time of hire (don't need to separate assessment criteria by job code)?

## Creating a Job with Multiple Job Codes

When you create a job opening with multiple job codes, you must select one of the job codes to be the primary.

- Enter the position associated with the primary job code; or
- If not using a position, enter the primary job code
- For consistency purposes, it is recommended that you enter the lowest level job code for which you plan to recruit

**Job Details ?**

Job Opening Type: Standard Requisition

\*Business Unit: 50500 Administration

\*Department: 505P1A0000 Benefits Admin & HRIS Mgmt

Position Number: 335493 PAYROLL BEN SYSTMS COOR-SEN

Job Code: 21106 PAYROLL BEN SYSTMS COOR-SEN

\*Recruiting Location: 4036 Madison

\*Job Posting Title: PAYROLL BEN SYSTMS COOR-SEN

Must select 1 job code as the primary job code

Continue

If you are recruiting for multiple job codes, you will add the additional job codes on the **Job Details Tab**.

Job Code 00161 (FINANCIAL SPECIALIST) Department 1450002130 (Rate Re)

Primary Recruiting Location 4021 (Sherwood)

Opening Details Job Details Qualifications Job Posting Questionnaire Screening Assignments

1. Go to the bottom of the page and click **Add Job Code**

2. **Copy Qualifications from Primary Job Code** then becomes available for selection. You only need to click this if you added any information on the Qualifications Tab.

3. Add the job code at the top of the page

4. Validate/update the Schedule Type and Regular/Temporary information
5. Follow this process for additional job codes

**Note:** Only 1 job code can be the Primary Job Code. Do not change the primary job code once you have checked it. Job code information flows through other pages within the job opening and can change values on other pages.

### Setting Up a Manual Screening to Allow Applicants to Select their Preferred Job Code

If you want the applicant to be able to select the job codes for which they are interested:

- Create a Y/N question for each job code
- Create a different manual screening for each job code

If you do not want the applicant to select the level for which they are interested, you can skip the following steps.

1. For each job code, set up a Y/N Question

**Answers to Screening Questions**

Question Question Type Single Choice

Do you want to be considered for a position at the Payroll and Benefits System Coordinator - Senior level?

**Answers**

Answer	Points	Correct Answer
Yes	<input type="text" value="1"/>	<input checked="" type="checkbox"/>
No	<input type="text" value="0"/>	<input type="checkbox"/>

Question Question Type Single Choice

Do you want to be considered for a position at the Payroll and Benefits System Coordinator - Advanced level?

**Answers**

Answer	Points	Correct Answer
Yes	<input type="text" value="1"/>	<input checked="" type="checkbox"/>
No	<input type="text" value="0"/>	<input type="checkbox"/>

2. On the **Questionnaire** tab, add the applicable question based on the job code

Additional Job Specifications ?

Job Code  ☒ Primary Job Code

1 of 2

**Skills Questions ?**

*Question	Question Order	Required
P&B Coord Senior Y/N	<input type="text" value="1"/>	<input checked="" type="checkbox"/>

This question applies to the Senior level only

Additional Job Specifications ?

Job Code   ☐ Primary Job Code

Skills Questions ?

*Question	Question Order	Required	
P&B Coord Adv Y/N <input type="button" value="Q"/>	2	<input checked="" type="checkbox"/>	<div>This question applies to the Advanced level only</div>

3. Add a **Manual Screening** to each Job Code and attach the applicable question

Additional Job Specifications ?

Job Code   ☒ Primary Job Code

Applicant Screening ?

☐ Must Pass Previous Levels

Applicant Screening ?

Sequence	Screening Levels
1	<div>Manual Screening</div>

Additional Job Specifications ?

Job Code   ☐ Primary Job Code

Applicant Screening ?

☐ Must Pass Previous Levels

Applicant Screening ?

Sequence	Screening Levels
1	<div>Manual Screening</div>

4. Attach the applicable Question to the screening - only those that answer **Yes** will be considered for the level

**Scoring Definition**

Maximum Points   
Passing Point

**Screening Requirements**

my

Q

1-9 of 9

Screening Type	Item	Description	Edit Details	Use in Screening	Required to Pass	Points
Job Preferences	Regular / Temp : Regular			<input type="checkbox"/>	<input type="checkbox"/>	<input type="text" value="0"/>
Job Preferences	Full / Part Time : Full-Time			<input type="checkbox"/>	<input type="checkbox"/>	<input type="text" value="0"/>
Job Preferences	Standard Hours : 40			<input type="checkbox"/>	<input type="checkbox"/>	<input type="text" value="0"/>
Job Preferences	Shift : N			<input type="checkbox"/>	<input type="checkbox"/>	<input type="text" value="0"/>
Job Preferences	Travel Percent : Never or rarely			<input type="checkbox"/>	<input type="checkbox"/>	<input type="text" value="0"/>
Job Preferences	Minimum Salary : 50606.4 - Year			<input type="checkbox"/>	<input type="checkbox"/>	<input type="text" value="0"/>
Job Preferences	Minimum Grade : 03			<input type="checkbox"/>	<input type="checkbox"/>	<input type="text" value="0"/>
Job Preferences	RS Location : 4036			<input type="checkbox"/>	<input type="checkbox"/>	<input type="text" value="0"/>
Skills Question	Question: P&B Coord Adv Y/N		<a href="#">Edit Details</a>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="text" value="1"/>

Total Screening Points 1

Note: Both questions will appear to the applicant.

**Step 3 of 7: Qualifications - Questionnaire**

**Skills Questionnaire**

Questions marked with an \* are required. You are required to answer all the mandatory questions.

Please answer the following questions as carefully as possible.

**\*1. Do you want to be considered for a position at the Payroll and Benefits System Coordinator - Senior level?**

☐ Yes

☐ No

**\*2. Do you want to be considered for a position at the Payroll and Benefits System Coordinator - Advanced level?**

☐ Yes

☐ No

### Setting Up a Resume Screen by Job Code with Different Criteria

If you are using a resume screen independently for each job code with different criteria, you need to add a Resume Screen to each job code and set up the Maximum Points and Passing points for each. The **Maximum Points must be the same across all resume screens within the Job Opening**, but the Passing Point can be different. This is required if you want to create a register for each job code.



Additional Job Specifications ?

Job Code 21106 ? Primary Job Code

Applicant Screening ?

Must Pass Previous Levels

Applicant Screening ?

Sequence	Screening Levels
1	Manual Screening
2	Resume Screen

Scoring Definition ?

Maximum Points 9

Passing Point 4.0

Additional Job Specifications ?

Job Code 21107 ? Primary Job Code

Applicant Screening ?

Must Pass Previous Levels

Applicant Screening ?

Sequence	Screening Levels
1	Manual Screening
2	Resume Screen

Scoring Definition ?

Maximum Points 9

Passing Point 5.0

It is important to note that you can route an applicant's resume to a rater only once for the same job opening - you can't route it multiple times to score with different benchmarks

### Setting Up a Resume Screen by Job Code with the Same Criteria

If you are only doing one resume screen with only one set of criteria, set up the Resume Screen and Maximum/Passing Point with the same values across all job codes. This is required if you want to create a register for each job code.